



# County of San Diego

GARY W. ERBECK  
DIRECTOR

DEPARTMENT OF ENVIRONMENTAL HEALTH  
FOOD AND HOUSING DIVISION

P.O. BOX 129261, SAN DIEGO, CA 92112-9261  
(619) 338-2222 FAX (619) 338-2377  
1-800-253-9933

RICHARD HAAS  
ASSISTANT DIRECTOR

## TEMPORARY FOOD FACILITY SPONSOR APPLICATION PACKET

In accordance with the Health and Safety Code, Section 114314, a Temporary Food Facility permit is required of the person or organization that is in control of a Community Event at which one or more Temporary Food Facilities operate.

Attached are instructions for event sponsors and for food vendors to follow in applying for a temporary food event occurring in San Diego County. The information should be read carefully and the forms must be completed before submitting them to the nearest Environmental Health office for processing.

**Who must have a permit?** Any person (or organization) intending to sell, give away or sample food to the public in conjunction with a community event (California Retail Food Facilities Law 113895). Examples of a community event include street fairs and festivals, musical and artistic presentations, sports events, ethnic celebrations, trade shows and product introductions involving food. This applies to **all** retail food and beverage, including: soft drinks, portable bars, beer gardens, etc.

Permit fees are required of all event sponsors and vendors (non-profits see attachment). There is a late submittal fee if the application is not received 14 days prior to the event (**non-profit organizations are not exempt from these penalties**).

Event sponsors are responsible to ensure the availability of support facilities for the food vendors, including access to a safe water supply, a 3-compartment sink with hot/cold running water, trash and wastewater disposal service, and restrooms. Vendors found operating without valid permits will be closed until the fees are paid to the event organizer. All vendors selling unpackaged foods must operate from an enclosed booth with a hand-washing station (see sample diagram in this packet). **Vendor applications will not be accepted for an event unless there is a Sponsor Permit on file.**

Please allow 30 days to process the applications for most events. The Event Sponsors are the key contact person for our department and are held responsible for vendor compliance with the applicable regulations.

Please let us know if there are any questions (619) 338-2379.

Thanks for your cooperation, and we hope you have a successful event.

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(619) 338-2222 FAX (619) 338-2377

338 Via Vera Cruz, Suite 201  
San Marcos, CA 92069  
(760) 471-0730  
Hrs. 8am to 4pm M-F

200 E. Main, 6<sup>th</sup> Floor  
El Cajon, CA 92020  
(619) 441-4030  
Hrs. 8am to 4pm M-F

1255 Imperial Ave. 3<sup>rd</sup> Floor  
San Diego, CA 92101  
(619) 338-222  
Hrs. 8am to 5pm M-F

## EVENT ORGANIZER/SPONSOR RESPONSIBILITIES

1. Work closely with the Department of Environmental Health to assure a safe and successful event.
2. Be familiar with your vendor operations and temporary food event rules and guidelines.
3. Provide the Department (**must be submitted 30 days prior to the event**) with the following:
  - a. Completed Temporary Food Facility Organizer/Sponsor Application
  - b. Food Vendor List which should include:
    - 1) Booth name(s)
    - 2) Name, address, and phone number of person in charge of booth
    - 3) Food/menu items
  - c. SITE MAP which should include the location of:
    - 1) Each food booth
    - 2) Potable and non-potable water supply
    - 3) Waste water disposal
    - 4) Trash Dumpsters
    - 5) Refrigerated trucks (if any)
    - 6) Utensils washing sinks (three (3) compartment type)
    - 7) Restrooms within 200 feet of food booths
4. Provide all food booth vendors with a TEMPORARY FOOD FACILITY APPLICATION, stressing the need to return applications to this Department no later than 30 days prior to the event.
5. Permit application not received within 14 days of the event will be considered past due and a penalty fee will be assessed. Food vendors without valid permits will not be allowed to operate.

# TEMPORARY FOOD FACILITY ORGANIZER/SPONSOR APPLICATION

1. Name of Event: \_\_\_\_\_ Date(s): \_\_\_\_\_
2. Location: \_\_\_\_\_
3. Time of Setup: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_
4. Event Coordinator Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_
5. Number of food booths expected to participate: \_\_\_\_\_
6. Have all food vendors been advised of the Health Dept requirements for participating in this event?  
☐ Yes ☐ No \_\_\_\_\_ (initials)
7. Will there be a Certified Farmers Market associated with this event? ☐ Yes ☐ No
8. Will there be a planning meeting for food booth participants? ☐ Yes ☐ No  
If yes, Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_
9. Will electricity be provided for the food booths? ☐ Yes ☐ No  
If yes, what is the source? Public Utility ☐ Generator(s) ☐
10. Will equipment/utensil washing facilities be provided for food booth operators? ☐ Yes ☐ No  
If yes, where are they located? \_\_\_\_\_  
If no, you must communicate the necessity for each vendor to provide equipment utensil washing facilities?  
I understand. \_\_\_\_\_ (initials)
11. Are restroom facilities within 200 feet? ☐ Yes ☐ No
12. Drinking water source: ☐ Public Water Supply ☐ Approved Private/Well Water
13. How will waste water be disposed ☐ Public Sewer ☐ other \_\_\_\_\_
14. Describe garbage/trash disposal (including frequency of pick-up): \_\_\_\_\_
15. Will there be animal rides provided? ☐ Yes ☐ No. If so, they must be located at least 20 feet away from  
food booths or as otherwise directed by the department inspector.

Fee Schedule:	Make checks payable to: County of San Diego	Computation of Fees
<u>Event Sponsor Permit Fee</u>	\$170 - per event (1-3 days) / single event	Fee _____
<u>Late Fee</u>	\$50 (less than 14 days prior to event)	Fee _____
Fees Amounts Valid until June 30, 2004		Total Amount Due _____

\_\_\_\_\_  
Applicant/Sponsor Signature

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Dept Approval Signature

\_\_\_\_\_  
(Date)

## Food Vendor List

Event: \_\_\_\_\_ Coordinator/Sponsor: \_\_\_\_\_ Ph #: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Location: \_\_\_\_\_

[illegible]



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## TEMPORARY FOOD FACILITY PERMIT INSTRUCTIONS TO FOOD VENDORS

**BACKGROUND:** The California Health and Safety Code, Sec. 113920 requires a Temporary Food Facility Permit of any person or organization that is providing food at a public event. Therefore, all food vendors, including existing restaurants, are required to apply for a temporary event permit. Temporary events are limited to no more than 25 days in a 90-day period.

### NEW PERMITS

- Submit a completed "Temporary Food Facility Application". Please make checks payable to the 'County of San Diego'.
- Return in person or mail completed forms and fees to one of the Department of Environmental Health (DEH) Offices.
- Applications for Multi-Event Permits (Annual) must include a Commissary Agreement Letter and evidence of a Food Safety Certificate.

Upon approval of your application, the "Temporary Food Facility Permit" will be issued by the Environmental Health Specialist on the day of the event or issued through your Event Organizer/Sponsor.

### EXISTING PERMIT HOLDERS

If you already have a valid "Temporary Food Facility Permit" issued by this department, please do the following:

- Provide the Event Sponsor with a photocopy of your permit.
- Post your permit in the booth when open for business.

### NON-PROFIT CHARITABLE ORGANIZATIONS

- A permit fee is not required for certified non-profit organizations, but a late fee will be required if submitted less than 2 weeks before the event.
- Submit proof of nonprofit status: Federal IRS 501 (c)(3) is the standard letter.

### MOBILE FOOD VENDORS

- Permitted mobile food vendors may participate in Temporary Events without additional permit.
- Make photocopy of current permit and return it to the event sponsor.



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## APPLICATION FOR TEMPORARY FOOD FACILITY PERMIT

Owner/operator name (Please Print)

First	Middle	Last	Phone
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Mailing Address	Number	Street Name	City	Zip
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Name of Food Booth/Organization

Name & Location of Special Event Date of Event

Type of Booth:

100 % Prepackaged	Unpackaged Foods	Mobile Food Prep Vehicle	Permitted Vehicle
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fee Schedule: Make checks payable to: <b>'County of San Diego'</b>		Computation of fees
<u>Nonperishable/prepackaged</u>	\$70 (1-3 days) – single event only	# of Booths
Multi-event/Yearly	\$210 – per year 1	Basic Fee
<u>Perishable/unpackaged</u>	\$130 (1-3 days) - single event only	Basic Fee
Multi-Event/Yearly	\$420 – per year	
Late Fee	\$50 (if less than 14 days prior to event)	Late Fee
Fees Amounts Valid until June 30, 2004		Total Amount Due

I declare under penalty of perjury that to the best of my knowledge and belief, the statements made herein are correct and true. I hereby consent to all necessary inspections made pursuant to law and incidental to the issuance of this permit and the operation of this business.

Signature Date

## TEMPORARY FOOD FACILITY APPLICATION

**ORGANIZATION:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

If non-profit, IRS Exempt Registration # \_\_\_\_\_. A copy of the 501(c)(3) letter must be included with application form.

Person in charge of booth: \_\_\_\_\_ Phone: \_\_\_\_\_

**EVENT:** \_\_\_\_\_ Location: \_\_\_\_\_

Event Dates: \_\_\_\_\_ Hours: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

**MENU** (List all food items, including toppings and beverages):

Food Item	How Served		Made to Order		Off-site Prep		On-site Prep		Describe Preparation Method
	Hot	Cold	Yes	No	Yes	No	Yes	No	

**\*\*HOME-PREPARED FOODS ARE NOT ALLOWED.** If your organization does not have its own kitchen facility, you must obtain permission to use a kitchen facility which has been approved by the local Department of Environmental Health or obtain prepared foods from an approved source. For non-profit/exempt businesses, non-perishable bakery items are exempted from this restriction.

**KITCHEN FACILITY:** Name of site used: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Specific times and dates of use (include prep): \_\_\_\_\_

\*\*\*\*\*

### TO BE COMPLETED BY OPERATOR OFFERING USE OF KITCHEN FACILITY

I hereby allow \_\_\_\_\_ to use my kitchen facility for the preparation and storage of food, sanitation and equipment. The kitchen may be used on the following dates and times:

\_\_\_\_\_

\_\_\_\_\_  
Signature of Kitchen Facility Operator

\_\_\_\_\_  
Phone

## UTENSIL WASHING FACILITIES

Utensil washing and food storage sites (if different than above)

Utensil washing: \_\_\_\_\_ Food storage: \_\_\_\_\_

## TEMPERATURE CONTROL

How will you provide temperature control in the booth?

- a) Cold-holding devices (i.e., refrigerator, freezer, ice chest) must be capable of holding food 45°F or below. Describe: \_\_\_\_\_
- b) Rapid reheating/cooking devices (i.e., oven, grill, microwave) must be capable of reheating food to 165°F within 60 minutes. Steam tables, heat lamps, and crock-pots are not designed as rapid reheating units. Describe: \_\_\_\_\_
- c) Hot-holding devices (i.e., steam table, heat lamp) must be capable of holding food above 140°F. Describe: \_\_\_\_\_
- d) How will you provide temperature control during transport to the event?  
Describe: \_\_\_\_\_

\*Metal stem thermometers for checking internal food temperatures are required in all booths.

**HAND WASHING FACILITIES** - must be provided in each booth. An insulated container with a spigot, pump soap, paper towels and a container to catch splash and dirty water is recommended. Contact this office for alternate methods.

Describe: \_\_\_\_\_

How will you dispose of your GARBAGE? \_\_\_\_\_

Where will you get your POTABLE WATER? \_\_\_\_\_

How will you dispose of your WASTE WATER? \_\_\_\_\_

Where are the RESTROOMS located? \_\_\_\_\_

Describe booth: Floor: \_\_\_\_\_ \*Floors must be smooth and cleanable (no carpet).

Roof: \_\_\_\_\_ Sides: \_\_\_\_\_ (\*required for most booths)

Application must be returned at least 15 days prior to event. Once the application is approved, no changes can be without approval by the Department of Environment Health. Unauthorized changes may result in denial or revocation of your temporary food facility permit.

For safe food processing, a minimum of one person per booth must have a certificate of food safety training. Who are the persons that will be present? Food Handler Training Certificates (card) or Food Safety Certificate Holders present? \_\_\_\_\_

Failure to complete any portion of this application may result in denial of a permit and there will be no approval to operate.

\*\*\*\*\*

(For Office Use)

Application approved: Yes ☐ No ☐

Comments: \_\_\_\_\_ Specialist: \_\_\_\_\_ Date: \_\_\_\_\_



# FOOD VENDOR GUIDELINES

Community events include parades, street fairs, and festivals. It is the County's responsibility to regulate the food sold at these events because if this food is not prepared and handled in a sanitary manner, the public's health may be at risk.

These guidelines have been developed to protect the public health and to meet the requirements of state law. A health permit is required for all food operations at Community Events. In addition, a Food Handler Training or Food Safety Certificate is required of at least one person per booth where there is open/unpackaged food.

Please read the attached information carefully and answer all the questions on the application forms. If you have any questions, please call the Community Events Desk at the Central Office location listed below.

Permit fees are required of most event vendors; bonafide non-profits do not pay a fee. The fees vary according to the permit type. There is a late submittal fee if the application is not received 14 days prior to the event. **Non-profit** booths are **not exempt** from this late penalty.

## Where to Apply for your Health Permit:

Plan to submit applications 30 days prior to the event. Penalties will be assessed if submitted less than 14 days prior to the event. You may submit applications at any one of the following: San Diego County, Department of Environmental Health offices listed below:

### East County Area Office

338 Via Vera Cruz, 2<sup>nd</sup> Floor  
San Marcos, CA 92069  
(760) 471-0730

### North County Area Office

200 E. Main, 6<sup>th</sup> Floor  
El Cajon, CA 92020  
(619) 441-4030

### Central Area Office

1255 Imperial Ave. 3<sup>rd</sup> Floor  
San Diego, CA 92101  
(619) 338-2222

Submittal hours for East County and North County offices: 8:00 a.m. - 12:00 noon & 1:00 - 3:30 p.m. Central office hours: 8:00 a.m. - 5:00 p.m.

## QUESTIONS:

If you have any questions, call (619) 338-2379 or (619) 338-2363, or send an e-mail to [fhduyeh@sdcounty.ca.gov](mailto:fhduyeh@sdcounty.ca.gov)

# FOOD SAFETY GUIDELINES

Proper temperature control shall be provided for all potentially hazardous foods. These foods consist of milk products, eggs, meat, poultry, fish, or shellfish. It also includes such products as cream pies, custards, potato salads, cooked vegetables and meat salads (tuna, chicken, etc.). It is important that such foods be kept hot or cold.

You are required to provide an accurate probe thermometer to check food temperatures. COLD Foods shall be kept at or below 45°F and HOT foods at or above 140°F. Keeping foods at these temperatures will require special equipment such as refrigerators, coolers, steam tables, chafing dishes, etc.

## FOOD PROTECTION ISSUES

- All food preparation and serving shall take place from inside an enclosed food booth, unless specifically approved by this division. An off-site facility permitted facility may be used for preparation.
- **Food items prepared or stored at home are prohibited, except for some non-perishable bakery items prepared by non-profit organizations.**
- Deep fat fryers, grills, etc. may require fire retardant screened areas according to the fire codes. Check with your local fire department for information. **Barbecuing is the only 'outside' cooking allowed.**
- Food preparation surfaces must be smooth, easy to clean, and non-absorbent (such as approved commercial cutting boards made of plastic or hard wood).
- Prepared food shall be shielded from customer contamination with sneeze guards or covers. No open food shall be displayed/exposed in the front area of booth.
- Hot food shall be discarded or donated to charity at the end of the day. Cold food can be used the next day if stored at 41°F or below. Otherwise, discard after 12 hours.
- All food, beverages and utensils must be protected from contamination. Store a minimum of 6" off floor.
- All toxic materials (cleaning items, chemicals) must be separated from food storage and preparation areas.
- **Contact fire and building departments** for other restrictions on types of cooking equipment allowed inside booth.

## CONDIMENTS

Condiment containers (ketchup, mustard, onions, relish) shall be a pump type, squeeze container, or have covers/lids to protect the contents. Single service packets are recommended.



**ICE** to be used for drinks must be protected from contamination. Store ice off the ground and away from contaminants. Ice used for refrigeration of **must not be used** for drinks.

## BARBECUE

All barbecue units used to prepare food that will be served to the public **must be** part of an approved food booth. No barbecues are allowed to operate in conjunction with a pushcart. All barbecues **must** use fuels approved by the Fire Department. **Contact fire and building departments** for other restrictions. Safe customer distances must be maintained from all hot equipment.

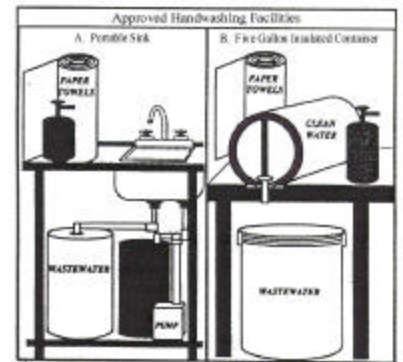
- Barbecues are allowed for cooking foods only. Any further processing (slicing, portioning, serving etc.) must be done from inside the booth enclosure.
- All barbecues **must** have a cleanable **cooking surface and cover**. Customer access to the cooking area must be restricted for safety reasons.

## FOOD HANDLING

Safe food handling methods **must be followed at all times**. Avoid unnecessary direct handling of food, use utensils whenever possible. There must be a Food Handler certificate (card) holder present at all times. Annual permitted vendors are required to submit proof of a valid foodhandler certificate when applying for permit. **Eating is not allowed inside** a food preparation booth. Smoking is **prohibited** in food booths.

## HAND WASHING FACILITIES

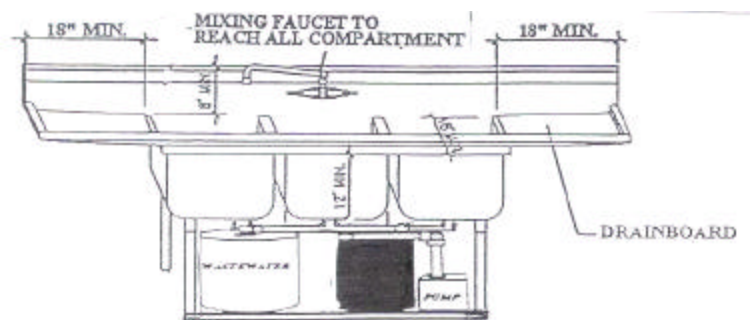
PROVIDE a minimum five (5) **gallon insulated water container** inside the food booth, with a dispensing valve (that will leave hands free for washing) and a **wastewater container** (equal size or larger). A **portable sink** with a wastewater container holding tank is **preferred**. Also provide a soap dispenser and paper towels for HAND WASHING. This type of hand-washing facility with warm running water shall be provided **in each food booth**.



## UTENSIL WASHING FACILITY

Booths that prepare food must have access to a stainless steel utensil sink with three compartments and integral drain boards for cleaning equipment, utensils, and for general cleaning purposes. \*. The first compartment shall hold soapy water, the second shall hold rinse water, and the third shall hold a sanitizing water solution (i.e. 100 ppm chlorine). Other utensil cleaning methods may include the use of 3 clean buckets of the same solutions.

Alternates could be: a centralized approved 3-compartment sink within a health permitted establishment or booth within 200 feet of food booths, an approved mobile preparation unit (hot food truck) that is within 200 feet of food booths, or as otherwise approved by the Department of Environmental Health (DEH).



MIN. COMPARTMENT SIZE 18"X18"X12"D.

- Please limit to no more than four food booths per sink.

## WATER SUPPLY AND WASTE DISPOSAL

- An approved toilet facility must be within 200 feet of the booth.
- The water supply to all sinks for food preparation and utensil washing must be from an approved, potable source provided under pressure via a mixing faucet. Each sink must have hot and cold running water.
- At least 20 gallons of clean potable water shall be available per food booth per day of operation. Potable water supply shall be protected with a backflow protection device.
- The liquid waste must drain to sewer or by means approved by DEH and the local utility department. No wastewater may be discharged to ground or storm drains.
- If waste tanks are used, tanks shall have a minimum capacity that is 50% greater than the potable water tank.
- There must be sufficient trash and garbage containers for each booth and for the public eating areas. The containers must be rodent and fly-proof and be kept clean.

## BOOTH DESIGN

In booths **dispensing prepackaged foods and pre-mix sodas**, the floor must be cleanable (pavement is acceptable), with overhead protection (such as a canopy).

In booths where food is **prepared, assembled or processed**, booth must be entirely enclosed with four (4) complete sides, overhead protection [such as a canopy], and a cleanable floor (pavement is acceptable).

- Booths operating on grass or dirt **must use** plywood, tarp or similar material for floor surface.
- Doors and food service openings should **close tightly** to prevent insects and rodents from entering the food preparation area. Food service windows not to exceed 216 sq. inches and should be covered when not in use.
- Food operations that have adjoining B-B-Q (barbecue) units should have a pass through window or door at rear or side of booth.
- Please provide a legible sign **clearly visible to patrons** with name, address, and telephone number of the owner, operator, permittee or business. The name shall be in 3" letters (minimum) with strokes 3/8" wide. Address and telephone number shall be 1" minimum in height.

## TYPICAL BOOTH DESIGN

- Clear PLASTIC or light colored screening on sides and 12"x18" food service openings.
- Construction materials, such as plywood, canvas, plastic, and fine mesh screening may be used if approved by DEH.

